



***Manpower Standard***

**★ *HOUSING FLIGHT***

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The Housing Flight provides all permanent party personnel adequate government housing when available, or assists with locating adequate off-base housing. Also, the Housing Flight provides furnishings where authorized and manages all aspects of the housing program. This AFMS defines the manpower allowed to support an Objective Wing Housing Flight at Air Mobility Command, Air Combat Command, US Air Forces Europe, Pacific Air Forces, Air Education and Training Command, Air Force District of Washington, Air Force Academy, Air Force Space Command, Air Force Special Operations Command, and Air Force Materiel Command Locations. It does not apply to Kunsan AB, Cheyenne Mountain AFB, Falcon AFB, RAF Mildenhall, or Air National Guard and Air Force Reserve bases. This AFMS does not apply to flights that have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed, or performed by contract, and positive variances for processes performed, but not included in the AFMS. This AFMS does not apply to locations on the base closure list. This AFMS applies to peacetime operations only. The 23 and 32 series of Air Force publications contain USAF policy and procedural guidance for the Housing Flight. This AFMS has been developed in accordance with policy and guidance from HQ USAF/XPM, the Air Force Center for Quality and Manpower Innovation (AFCQMI), and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBA, 550 E Street East, Randolph AFB, Texas 78150-4451.

**★ SUMMARY OF CHANGES**

This AFMS supersedes AFMS 44EH, 17 February 1995. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS. References to regulations and proper organizational designation were updated with current information. Changes are identified with a star (★).

**1. Core Composition.**

- 1.1. **Core Manpower Requirement.** 8.
- 1.2. **Core Manpower Range.** 3 - 56.
- 1.3. **Programming Factor.** Total Number of Housing Units.

**2. Standard Data:**

- 2.1. **Approval Date.** April 1993.
- 2.2. **Man-hour Data Source.** Workshop Measurement and Historical Documents - Functional Model.

### 2.3. Man-hour Equation:

2.3.1. **For Objective Wing Locations.** For all standard Housing Flights at Objective Wing locations, use the following equation:

$$Y = 390.6 + .7306X$$

2.3.2. **For Hickam AFB.** While the Housing Flight at Hickam AFB is part of an Objective Civil Engineer Squadron, it does not perform all flight processes in the same manner as the normal Objective Flight. Consequently, the equation in paragraph 2.3.1. above does not apply. The equation for this flight is expressed in terms of  $Y = a$ , where "a" is the constant manpower allowed to the flight to perform its nonstandard processes.

$$\text{Hickam } Y = 2$$

### 2.4. Workload Factor:

2.4.1. **Title.** Total Number of Housing Units.

2.4.2. **Definition.** Total number of government owned or leased military family housing units and trailer spaces managed by the Housing Flight. One unit equals a single family quarters, a duplex equals two.

2.4.3. **Source.** DD Form 1410, **Family Housing Inventory and Occupancy**, block 18, sum of columns F and G.

### 2.5. Points of Contact:

2.5.1. **Functional Representative.** Mr. Bart Bloemhard, USAF/CEH.

2.5.2. **AFCQMI Representative.** Lt Vickie Brown/MSgt Matthew Gove, AFCQMI/MQBA, 487-2472.

**3. Application Instructions.** If manpower for your location is not specified in paragraph 2.3.2, use the following procedure:

3.1. **Step 1.** Compute the core man-hours using the equation in paragraph 2.3.1.

3.2. **Step 2.** Determine variance man-hours applicable to the location (Attachment 3). (If the variance is in terms of manpower, convert the manpower to man-hours using the applicable civilian MAF.) Add or subtract these man-hours to or from the core man-hours to determine the total man-hours required.

3.3. **Step 3.** Divide the required man-hours by the current civilian man-hour availability factor (MAF) and round following current rounding rules. This is an all-civilian flight.

3.4. **Step 4.** Determine skill distribution using the Standard Manpower Table at Attachment 2. The Standard Manpower Table uses generic AFSCs with only the skill level identified (i.e., 3XX7X), because there is no AFSC which adequately describes the duties associated with the processes included in this flight.

### 4. Statement of Conditions:

4.1. This standard combines the duties of housing inspectors and quality assurance evaluators for contracted military family housing maintenance. Other contracts associated with family housing, e.g., garbage, grounds maintenance, major repair, etc., are not covered by this standard because they are the responsibility of the Operations Flight.

4.2. Workload associated with Furnishings Management is covered by this standard and identified in A3.8.

4.3. The process oriented description (Attachment 1) describes the processes associated with the management of Unaccompanied Personnel Housing (Unaccompanied Officer Quarters (UOQ) and Unaccompanied Noncommissioned Officer Quarters (UNCOQ)) and providing oversight for the Dormitory Management Program. However, the man-hours to perform the processes have not been incorporated into the equation. The responsibility for these functions was transferred (PAD 92-1) from the Services Squadron to the Housing Flight, but manpower did not accompany the transfer. The manpower requirement for the work is depicted in variance A3.9, Attachment 3. The Air Force Civil

Engineer was unsuccessful in obtaining funding for the transferred work. Consequently, MAJCOM staffs should work together to identify the necessary transfer of manpower, fund the requirement from existing CE resources, or look for other no-cost options (reference HQ USAF/PE letter, 27 May 1993, Subject: Manpower for Unaccompanied Housing Management).

4.4. At Hickam AFB, Housing Management tasks are performed by the Army. The equation in paragraph 2.3.2 above includes manpower for administration of Temporary Lodging Allowance. The manpower was determined by the MAJCOM Integration Review Team 2 and approved by the AF/CE.

4.5. The Housing Flight has access to the Work Information Management System (WIMS). All processes and variances include both direct and indirect man-hours. This flight normally operates eight hours a day, five days a week.

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Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Variances
4. Process Analysis Summary

**PROCESS ORIENTED DESCRIPTION****HOUSING FLIGHT****A1.1. PERFORMS MILITARY FAMILY HOUSING (MFH) ASSIGNMENT AND TERMINATION:**

- A1.1.1. ASSISTS WITH PREPARATION AND PROCESSES HOUSING APPLICATION.
- A1.1.2. PROVIDES ON-BASE HOUSING WAITING LIST.
- A1.1.3. COUNSELS PERSONNEL ON HOUSING OPTIONS.
- A1.1.4. PROVIDES PROJECTED HOUSING AVAILABILITY LISTS FOR NEW PERSONNEL AND SPONSORSHIP PACKAGE.
- A1.1.5. PRE-ASSIGNS HOUSE, INITIATES HOUSEHOLD GOODS MOVEMENT ORDERS, AND SCHEDULES CHECK-IN.
- A1.1.6. PREPARES ENTITLEMENTS DOCUMENTATION; BASIC ALLOWANCE FOR QUARTERS, VARIABLE HOUSING ALLOWANCE, AND PROCESSES THROUGH FINANCE.
- A1.1.7. COMPLETES HOUSING ASSIGNMENT, UPDATES WORK INFORMATION MANAGEMENT SYSTEM (WIMS).
- A1.1.8. PREPARES HOUSING BROCHURE FOR NEW OCCUPANT.
- A1.1.9. TERMINATES HOUSING UNIT.
- A1.1.10. TERMINATES ABANDONED QUARTERS.
- A1.1.11. CONDUCTS PRE-FINAL INSPECTION.
- A1.1.12. CONDUCTS FINAL INSPECTION.
- A1.1.13. CONDUCTS FOLLOW-UP INSPECTION.
- A1.1.14. PROCESSES OCCUPANT LIABILITY CLAIM.
- A1.1.15. CONDUCTS ADVERSE ACTION INSPECTION.
- A1.1.16. OFFERS TURNDOWN OPTION.
- A1.1.17. PROCESSES TELEPHONE/TELEVISION CABLE REIMBURSEMENT.
- A1.1.18. SCHEDULES INITIAL OCCUPANCY INSPECTION.
- A1.1.19. CONDUCTS INITIAL OCCUPANCY INSPECTION.
- A1.1.20. MAINTAINS CONTROL OF HOUSING KEYS.

**A1.2. PERFORMS QUARTERS MAINTENANCE:**

- A1.2.1. MANAGES FAMILY HOUSING MAINTENANCE CONTRACT.
- A1.2.2. EVALUATES MILITARY FAMILY HOUSING MAINTENANCE CONTRACT CHANGE OF OCCUPANT MAINTENANCE (COM).
- A1.2.3. PERFORMS COM FOLLOW-UP INSPECTION.
- A1.2.4. EVALUATES EQUIPMENT MAINTENANCE.
- A1.2.5. IDENTIFIES PROJECTS FOR DEVELOPMENT.
- A1.2.6. PERFORMS FACILITY MANAGEMENT.
- A1.2.7. VALIDATES CONTRACTOR BILLING.
- A1.2.8. IDENTIFIES RESOURCES REQUIREMENT TO ADEQUATELY MAINTAIN HOUSING UNITS.
- A1.2.9. CONDUCTS SPECIAL MAINTENANCE INSPECTION.
- A1.2.10. EVALUATES SPECIAL MAINTENANCE.
- A1.2.11. PERFORMS FOLLOW-UP SPECIAL MAINTENANCE INSPECTION.
- A1.2.12. EVALUATES EXTERIOR MAINTENANCE.
- A1.2.13. PERFORMS EXTERIOR MAINTENANCE FOLLOW-UP INSPECTION.
- A1.2.14. PERFORMS FOLLOW-UP CONTRACT INSPECTION.

**A1.3. PERFORMS HOUSING REFERRAL ASSISTANCE:**

- A1.3.1. MANAGES OFF-BASE HOUSING PROGRAM.
- A1.3.2. PROVIDES ASSISTANCE FOR OFF-BASE HOUSING.
- A1.3.3. MAINTAINS LISTING OF SALES AND RENTALS.
- A1.3.4. MAINTAINS LIAISON WITH LOCAL AGENCIES.
- A1.3.5. CONDUCTS ADEQUACY INSPECTION OF OFF-BASE UNITS.
- A1.3.6. PROVIDES RELOCATION ASSISTANCE (LEGISLATED).

A1.3.7. ATTENDS IN/OUT BRIEFING.

A1.3.8. ATTENDS INTRO BRIEFING.

**A1.4. PERFORMS COMPLAINT MEDIATION:**

A1.4.1. PROCESSES LANDLORD/TENANT, OCCUPANT, AGENCY, UTILITY COMPANY, ETC., COMPLAINT.

A1.4.2. INVESTIGATES DISCRIMINATION COMPLAINT.

**A1.5. PERFORMS GENERAL OFFICER QUARTERS (GOQ) COST REPORT VALIDATION:**

A1.5.1. VALIDATES AND BRIEFS GENERAL OFFICERS ON ISSUES OF COSTS AND LIMITATIONS.

A1.5.2. UPON REQUEST, COMPLETES RESEARCH AND RESPONDS TO INQUIRY.

**A1.6. DEVELOPS HOUSING REQUIREMENTS:**

A1.6.1. DEVELOPS MILITARY FAMILY HOUSING TEMPORARY REDISTRIBUTION STUDY.

A1.6.2. DEVELOPS FAMILY HOUSING INVENTORY AND OCCUPANCY REPORT.

A1.6.3. DEVELOPS FAMILY HOUSING INVENTORY DESIGNATION AND ASSIGNMENT REPORT.

A1.6.4. ADMINISTERS RENTAL RATE FOR OTHER-THAN-MILITARY AUTHORIZED MILITARY FAMILY HOUSING.

**A1.7. MANAGES COMMANDERS' INTEREST PROGRAMS:**

A1.7.1. DEVELOPS AND PRESENTS COMMANDER UPDATE ISSUES.

A1.7.2. DEVELOPS JUSTIFICATION FOR FACILITY UTILIZATION BOARD.

A1.7.3. ANSWERS ACTION HOT LINE COMPLAINT.

A1.7.4. DEVELOPS INPUTS TO FAMILY ADVOCACY COUNCIL.

A1.7.5. APPROVES COMMERCIAL ACTIVITY IN MILITARY FAMILY HOUSING.

A1.7.6. APPLIES HOUSING CRITERIA FOR DAY CARE MEETING.

**A1.8. MANAGES UNACCOMPANIED PERSONNEL HOUSING (UPH):**

A1.8.1. MANAGES UNACCOMPANIED HOUSING.

A1.8.2. DEVELOPS AND MANAGES BUDGET.

A1.8.3. MANAGES FACILITY MAINTENANCE.

A1.8.4. MANAGES QUARTERS IMPROVEMENT COMMITTEE/QUARTERS IMPROVEMENT PLAN.

A1.8.5. PERFORMS OCCUPANCY REPORTING.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
HOUSING FLIGHT/44EH			407.4 - 8262								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Housing Officer	3XXX	CIV			1	1	1	1	1	1	1
Housing Management Crftmn	3XX7X	CIV	1	1	1	2	2	2	2	3	3
Housing Management Jrnymn	3XX5X	CIV	1	2	2	2	3	4	5	5	5
Housing Clerk	3XX3X	CIV	1	1	1	1	1	1	1	1	2
TOTAL			3	4	5	6	7	8	9	10	11
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Housing Officer	3XXX	CIV	1	1	1	1	1	1	1	1	1
Housing Management Crftmn	3XX7X	CIV	3	3	3	4	4	5	5	5	6
Housing Management Jrnymn	3XX5X	CIV	6	6	7	7	8	8	9	10	10
Housing Clerk	3XX3X	CIV	2	3	3	3	3	3	3	3	3
TOTAL			12	13	14	15	16	17	18	19	20

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
HOUSING FLIGHT/44EH			407.4 -8262								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Housing Officer	3XXX	CIV	1	1	1	1	1	1	1	1	1
Housing Management Crftmn	3XX7X	CIV	6	6	6	6	6	6	6	6	6
Housing Management Jrnymn	3XX5X	CIV	11	12	13	14	15	16	16	17	18
Housing Clerk	3XX3X	CIV	3	3	3	3	3	3	4	4	4
TOTAL			21	22	23	24	25	26	27	28	29
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Housing Officer	3XXX	CIV	1	1	1	1	1	1	1	1	1
Housing Management Crftmn	3XX7X	CIV	6	6	6	7	7	7	7	7	7
Housing Management Jrnymn	3XX5X	CIV	19	20	20	20	21	22	23	24	25
Housing Clerk	3XX3X	CIV	4	4	5	5	5	5	5	5	5
TOTAL			30	31	32	33	34	35	36	37	38

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
HOUSING FLIGHT/44EH			407.4 -8262								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Housing Officer	3XXX	CIV	1	1	1	1	1	1	1	1	1
Housing Management Crftmn	3XX7X	CIV	7	7	8	8	8	8	8	8	8
Housing Management Jrnymn	3XX5X	CIV	26	27	27	28	29	30	30	31	32
Housing Clerk	3XX3X	CIV	5	5	5	5	5	5	6	6	6
TOTAL			39	40	41	42	43	44	45	46	47
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Housing Officer	3XXX	CIV	1	1	1	1	1	1	1	1	1
Housing Management Crftmn	3XX7X	CIV	9	9	9	9	9	9	9	9	9
Housing Management Jrnymn	3XX5X	CIV	32	33	34	35	36	37	38	39	40
Housing Clerk	3XX3X	CIV	6	6	6	6	6	6	6	6	6
TOTAL			48	49	50	51	52	53	54	55	56

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## VARIANCES

### PART 1 Approved Variances

VARIANCE NUMBER	TITLE
A3.1.	Administration of Overseas Housing Allowance (OHA).
A3.2.	Administration of Temporary Lodging Allowance (TLA) at Overseas Locations.
A3.3.	Administration of Overseas Contract Cleaning.
A3.4.	Bilingual Referral Service at Non-English Speaking Overseas Locations.
A3.5.	Multiple Maintenance Contracts.
A3.6.	General Officer Quarters (GOQ).
A3.7.	High Frequency Housing Turnover.
A3.8.	In-House and Contracted Furnishings Management (CONUS and Overseas).
A3.9.	Unaccompanied Officer Quarters (UOQ) and Unaccompanied Noncommissioned Officer Quarters (UNCOQ).
A3.10.	Leveling.
A3.11.	Assignment of Off-Base Housing.

**PART 2 Disallowed Variances.** The following variances were considered during the development of this AFMS, but, due to various reasons, were disallowed by the AF/CE, AF/XP, MAJCOM Integration Review Teams, or the Objective Flight Study Team. Therefore, they did not receive a special variance manpower allocation. Reasons for the decision were: resource limitations, work considered to be in the core or other variances, work normally contracted, work not the responsibility of the BCE, and work considered to be at a standard higher than an acceptable level. Related work processes are not prohibited, but when required, must be accomplished within available resources.

1. Government Rental Housing Program (GRHP).
2. Satellite Housing Areas.
3. Housing Referral Assistance.
4. Substandard Quarters.
5. Quarters Renovation Scheduling and Management.
6. Multiple Service Contracts.
7. Quarters Area Inspections.
8. Fire Damage Unit Reporting.
9. Historical/National Units Management.
10. Computer-Generated Locator Roster.
11. Supervising Local Drayage and Non-Temporary Storage Contracts.
12. Support of Summerfield Housing Site.
13. Military Family Housing Tower Management.
14. Utility Waiver Program.
15. Grounds, Yard, and Lawn Inspection Program.
16. Meter Reading, Inspection, and Complaints.
17. PEERS Comparison Program.
18. Vacancy and Renovation Report.

## VARIANCES

### HOUSING FLIGHT

**A3.1. Title.** Positive Environmental Variance for Administration of Overseas Housing Allowance (OHA).

**A3.1.1. Definition.** Provides additional man-hours to execute the OHA program. The OHA program provides an allowance based on the total rent a member pays within a maximum rental ceiling established for each area.

**A3.1.2. Applicability and Impact:**

BASE	MAN-HOURS	BASE	MAN-HOURS
Alconbury	12.11	Lakenheath	31.10
Andersen	19.00	Misawa	23.00
Aviano	8.42	Osan	29.00
Bitburg	20.30	Ramstein	52.54
Howard	7.40	Rhein Main	19.96
Kadena	81.00	Spangdahlem	18.05
Lajes	37.00	Yokota	21.00

**A3.1.3. Source of Impact.** Workshop measurement.

**A3.1.4. Special Application Instructions.** None.

**A3.2. Title.** Positive Mission Variance for Administration of Temporary Lodging Allowance (TLA) at Overseas Locations.

**A3.2.1. Definition.** Provides additional man-hours for administration of TLA: conducting TLA briefing; establishing TLA personnel file; determining eligibility; certifying nonavailability; processing incoming initial, interim, extension, and final claims; processing outgoing departure and extension claims; processing request for incoming and outgoing TLA extension IAW Joint Federal Travel Regulation; processing completed TLA claims; and maintaining TLA documents.

**A3.2.2. Applicability and Impact:**

BASE	MAN-HOURS	BASE	MAN-HOURS
Alconbury	99.26	Lajes	152.44
Andersen	158.00	Lakenheath	254.85
Aviano	68.99	Misawa	191.00
Bitburg	166.37	Osan	240.00
Eielson	138.00	Ramstein	430.57
Elmendorf	262.00	Rhein Main	163.58
Howard	291.56	Spangdahlem	147.93
Kadena	659.00	Yokota	170.00

**A3.2.3. Source of Impact.** Workshop Measurement.

**A3.2.4. Special Application Instructions.** None.

**A3.3. Title.** Positive Mission Variance for Administration of Overseas Contract Cleaning.

**A3.3.1. Definition.** Provides additional man-hours to manage contracts for Military Family Housing units that are cleaned by the government to reduce TLA costs. Workload consists of preparing the cleaning contract and performing all associated quality assurance. Applies to Kadena and Ramstein ABs only.

**A3.3.2. Applicability and Impact:**

BASE	MAN-HOURS
Kadena	200.00
Ramstein	136.00

**A3.3.3. Source of Impact.** Workshop measurement.

**A3.3.4. Special Application Instructions.** None.

**A3.4. Title.** Positive Environmental Variance for Bilingual Referral Service at Non-English Speaking Overseas Locations.

**A3.4.1. Definition.** Provides additional man-hours for translation where different language and customs in overseas areas require translation/interpretation for housing referral customers. Misawa and Yokota man-hours include time for assignment of off-base housing over 1,000 units.

**A3.4.2. Applicability and Impact:**

BASE	MAN-HOURS	BASE	MAN-HOURS
Aviano	85.06	Osan	325.00
Bitburg	205.12	Ramstein	530.85
Howard	156.88	Rhein Main	201.68
Kadena	882.00	Spangdahlem	182.39
Lajes	81.40	Yokota	289.00
Misawa	241.00		

**A3.4.3. Source of Impact.** Workshop measurement.

**A3.4.4. Special Application Instructions.** None.

**A3.5. Title.** Positive Mission Variance for Multiple Maintenance Contracts.

**A3.5.1. Definition.** Provides additional man-hours for bases having more than one maintenance contract as a result of leased and appropriated fund housing.

**A3.5.2. Applicability and Impact:**

BASE	MAN-HOURS	BASE	MAN-HOURS
Alconbury	124.00	Lakenheath	124.00
Andrews	124.00	Langley	372.00
Eielson	248.00	Little Rock	124.00
Goodfellow	124.00	Osan	124.00
Griffiss	124.00	Ramstein	124.00
Howard	124.00	Rhein Main	124.00
Hurlburt	124.00	Spangdahlem	124.00

**A3.5.3. Source of Impact.** Workshop measurement.

**A3.5.4. Special Application Instructions.** None.

**A3.6. Title.** Positive Mission Variance for General Officer Quarters (GOQ).

**A3.6.1. Definition.** Provides additional man-hours for the increased workload associated with bases that have more than ten general officer quarters.

**A3.6.2. Applicability and Impact:**

BASE	MAN-HOURS	BASE	MAN-HOURS
Andrews	103.60	Peterson	29.60
Bolling	429.20	Ramstein	148.00
Langley	74.00	Randolph	14.80
MacDill	133.20	Scott	118.40
Offutt	148.00	Wright-Patterson	148.00

**A3.6.3. Source of Impact.** Workshop measurement.

**A3.6.4. Special Application Instructions.** None.

**A3.7. Title.** Positive Mission Variance for High Frequency Housing Turnover.

**A3.7.1. Definition.** Provides additional man-hours for bases that experience increased frequency of assignments/terminations and associated workload for a turnover rate of more than 55% for two consecutive years.

**A3.7.2. Applicability and Impact:**

BASE	MAN-HOURS	BASE	MAN-HOURS
Lajes	148.00	Osan	148.00
Maxwell	148.00	Reese	148.00

**A3.7.3. Source of Impact.** Workshop measurement.

**A3.7.4. Special Application Instructions.** None.

**A3.8. Title.** Positive Mission Variance for In-House and Contracted Furnishings Management (CONUS and Overseas).

**A3.8.1. Definition.** This variance quantifies the manpower required to accomplish all furnishings management processes to include resource/inventory management, warehouse operations, customer support, and unique overseas furnishings management processes.

**A3.8.2. Applicability and Impact.** This variance applies to all bases having a furnishings management function to include bases that have undergone an A-76 cost comparison and retained in-house responsibility, and bases that have an A-76 contract. PAD 92-1, Integration of MWR and Services, directed the transfer of all manpower authorizations in Furnishings Management, FAC 4651, to Civil Engineering on a one-for-one basis.

**A3.8.2.1 BASES NOT COST COMPARED OR CONTRACTED:**

BASE	MANPOWER	BASE	MANPOWER
Alconbury	8	Laughlin	2
Andersen	8	Luke	4
Aviano	5	MacDill	4
Beale	3	Malmstrom	3
Bitburg	14	Maxwell	11
Cannon	3	McClellan	2
Davis-Monthan	3	Minot	2
Dyess	4	Misawa	22
Edwards	4	Mountain Home	3
Eglin	3	Nellis	4
Eielson	5	Offutt	3
Ellsworth	2	Osan	12
Elmendorf	8	Patrick	2
FE Warren	3	Plattsburgh	3
Fairchild	5	Ramstein	127
Grand Forks	3	Randolph	3
Hickam	4	Reese	2
Hill	2	Rhein Main	26
Holloman	3	Seymour Johnson	4
Howard	11	Shaw	4
Kadena	136	Spangdahlem	16
Kelly	2	Tinker	2
Kirtland	3	Tyndall	3
Kunsan	2	USAF Academy	2
Lajes	17	Whiteman	3
Lakenheath	13	Wright-Patterson	4
Langley	4	Yokota	82

**A3.8.2.2. BASES THAT HAVE UNDERGONE A-76 AND REMAINED IN-HOUSE:**

BASE	MANPOWER	BASE	MANPOWER
Barksdale	3	Pope	2
Charleston	2	Scott	3
Dover	3	Travis	4
Peterson	1	Vandenberg	3

**A3.8.2.3. BASES THAT HAVE CONTRACTED FURNISHINGS MANAGEMENT:**

BASE	QAE MAN-HOURS	BASE	QAE MAN-HOURS
Alconbury	40	Keesler	40
Altus	40	Lackland	148
Andrews	70	Lakenheath	40
Columbus	20	Little Rock	40
Eielson	61	McChord	40
Elmendorf	6	McConnell	50
Goodfellow	30	Moody	296
Hurlburt	40	Sheppard	40
Kadena	50		

**A3.8.3. Source of Impact:**

A3.8.3.1. Bases that have not undergone an A-76 cost comparison will use the manpower authorizations listed in paragraph A3.8.2.1 above.

A3.8.3.2. Bases that have undergone an A-76 cost comparison but remained in-house should use the in-house bid as the manpower requirement for the variance. These authorizations are shown in paragraph A3.8.2.2 above.

A3.8.3.3. Bases that have undergone an A-76 cost comparison or have contracted out the function under a non-A-76 effort have quantified the QAE man-hour requirement in paragraph A3.8.2.3 above.

**A3.8.4. Furnishings Management Office (FMO) Process Description:**

A3.8.4.1. Provides resources/inventory management.

A3.8.4.2. Performs warehouse operation.

A3.8.4.3. Provides furnishings.

A3.8.4.4. Provides general officer furnishings.

**A3.9. Title.** Positive Mission Variance for Unaccompanied Officer Quarters (UOQ) and Unaccompanied Noncommissioned Officer Quarters (UNCOQ).

**A3.9.1. Definition.** This variance quantifies the man-hours required to accomplish the unaccompanied personnel housing workload to include managing unaccompanied housing, developing the budget, facility maintenance, occupancy reporting, and managing the quarters improvement plan and committee.

## A3.9.2. Applicability and Impact:

BASE	MAN-HOUR IMPACT	BASE	MAN-HOUR IMPACT
USAF Academy	28.40	Andrews	84.36
Altus	89.22	Charleston*	182.05
Columbus*	127.51	Dover	74.76
Goodfellow	132.14	Fairchild	155.78
Keesler**	219.00	Grand Forks*	156.02
Lackland**	219.00	Malmstrom*	164.42
Laughlin*	104.91	McChord	114.84
Luke	69.38	McConnell	54.19
Maxwell	66.43	McGuire	216.76
Randolph	26.86	Plattsburgh	135.27
Reese*	99.20	Scott	77.98
Sheppard	338.14	Travis	219.00
Tyndall	77.65	Brooks	12.96
Alconbury*	134.46	Edwards*	104.66
Aviano	41.37	Eglin**	219.00
Bitburg*	151.11	Hanscom	31.90
Lakenheath	237.87	Hill	113.82
Mildenhall	N/A	Kelly	94.16
Ramstein*	324.57	Kirtland	104.04
Rhein Main	125.12	McClellan	93.17
Spangdahlem*	168.68	Robins	86.06
Bolling*	131.37	Tinker*	79.03
Barksdale	102.72	Wright-Patterson	45.38
Beale	144.58	Andersen	121.72
Cannon	107.28	Eielson*	115.53
Davis-Monthan	102.34	Elmendorf*	179.64
Dyess	115.13	Hickam	123.92
Ellsworth	155.19	Kadena	297.12
Holloman	97.15	Kunsan	N/A
Howard*	120.53	Misawa*	192.24
Lajes*	140.71	Osan*	749.20
Langley	79.65	Yokota*	193.57
Little Rock	70.08	Hurlburt	115.77
MacDill	157.99	Cheyenne Mountain	N/A
Minot*	177.49	Falcon	N/A
Moody	49.78	FE Warren*	161.35
Mountain Home*	122.35	Patrick	53.87
Nellis	93.85	Peterson	59.35
Offutt	124.37	Vandenberg*	155.46
Pope*	148.43	Shaw	144.33
Seymour-Johnson	55.49	Whiteman	54.60

A3.9.3. **Source of Impact.** Workshop developed equation:  $Y = .1810X1 + .07718X2$ ; where X1 is the total Unaccompanied NCO and Officer Quarters and X2 is the total Unaccompanied Enlisted Personnel Bed Spaces. At those locations listed above that are annotated with a single asterisk, the OPR and MAJCOM Integration Team II determined that workload, primarily large UOQ/UNCOQ assignment/termination, earned 40 hours in addition to that earned by the variance equation. It was also determined that at these locations listed above annotated with a double asterisk (UEPHs exceed 2700 but UOQs and UNCOQs were less than 30), the allowed variance man-hours were fixed at 219.

A3.9.4. **Special Application Instructions.** To determine the number of UOQs and UNCOQs use DD Form 2085, **Unaccompanied Personnel Housing Inventory and Utilization Data**, and supplemental data. Take the number in column 11(f) on the DD Form 2085 and add it to the number of bed spaces found on the supplemental data sheet under UNCOQ BED SPACES. To determine the number of enlisted bed spaces, take the number in column 11(c) on the DD Form 2085 and subtract the number of bed spaces found on the supplemental data sheet under UNCOQ BED SPACES.

**A3.10. Title.** Positive/Negative Mission Variance for Leveling.

A3.10.1. **Definition.** One of the goals of the CE objective flight AFMS development effort was to create AFMSs that would, as fairly as possible, level available authorizations between bases given a certain workload. Past manpower funding and management decisions had resulted in a considerable disparity between bases with equal work. Consequently, AFMSs were developed that eliminated the disparity. However, during staffing of the AFMSs, it was determined that the leveling effect should be limited to a certain percentage of existing resources. The MAJCOM Integration Review Team (MIR III) established this limit at +/- 20% of the core. This variance brings those bases that exceeded this limit back into the acceptable range established by the MIR by adding or subtracting the man-hour impact shown below from the affected base's core man-hour requirement.

A3.10.2. **Applicability and Impact.** This variance applies to the Housing Flight at the following bases:

BASE	MAN-HOURS	BASE	MAN-HOURS
Alconbury	286.28	Grand Forks	-13.33
Barksdale	94.54	Hanscom	-159.24
Bitburg	35.40	Hill	141.02
Bolling	-386.89	Howard	-574.59
Eglin	-434.74	Hurlburt	-8.69
FE Warren	143.46	Kelly	210.66
Kirtland	-69.03	Osan	-71.67
Lajes	163.66	Plattsburgh	-49.37
MacDill	99.68	Reese	-177.84
Maxwell	24.60	Travis	-370.74
McClellan	27.04	Whiteman	31.46

A3.10.3. **Source of Impact.** MAJCOM Integration Team-directed variance.

A3.10.4. **Special Application Instructions.** The AFSC requirements are driven by local conditions.

**A3.11. Title.** Positive Mission Variance for Assignment of Off-Base Housing.

A3.11.1. **Definition.** Overseas bases that do not authorize concurrent travel of dependents due to critical shortages of housing must maintain waiting lists and assign privately owned quarters in much the same manner as on-base housing. The Housing Office maintains waiting lists by unit types and assigns off-base units to eligible members (in the same manner as on-base units).



A3.11.2. **Applicability and Impact:**

BASE	MAN-HOURS
Misawa	52.50
Yokota	52.50

A3.11.3. **Source of Impact.** MAJCOM OPR-developed estimate.

A3.11.4. **Special Application Instructions.** None.

**PROCESS ANALYSIS SUMMARY (IN PRIORITY ORDER)****HOUSING FLIGHT**

<b><u>PROCESS TITLE</u></b>	<b><u>AVERAGE PROCESS ACCOMPLISHMENT TIME (MAN-HOURS)</u></b>	<b><u>PROJECTED WORKLOAD</u></b>
ASSIGNMENTS AND TERMINATIONS	16.87	360 UNITS/YR
QUARTERS MAINTENANCE	6.86	360 UNITS/YR
HOUSING REFERRAL ASSISTANCE	5.27	66 CUSTOMERS/MO
COMPLAINT MEDIATION	4.29	20 COMPLAINTS/MO
GENERAL OFFICER QUARTERS COST REPORT VALIDATION	22.20	1 REPORT/QTR
HOUSING REQUIREMENTS	35.52	1 REPORT/YR
COMMANDERS' INTEREST PROGRAMS	67.49	5 PROGRAMS/YR